



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CESO-O

6 November 1997

MEMORANDUM FOR ALL USACE COMMANDERS, ATTN: CHIEF, SAFETY AND
OCCUPATIONAL HEALTH OFFICES

SUBJECT: Contractor Awards for Safe Performance - Implementing Guidance Update #1

1. The following are procedures for nominating and selecting contractors to receive the Chief of Engineers Award for Safe Performance. Major Subordinate Commands and laboratories may (1) select only one, overall best contractor and nominate that contractor for recognition; (2) electronically submit their nomination by 15 February and follow-up with the original hard-copy; and (3) nominate varied type projects. This award is NOT restricted to construction contractors. The nominating organization must verify a construction contractors' outstanding safety rating and project completion date thru the Construction Contractor Appraisal Support System (CCASS) data base prior to forwarding nomination package to HQUSACE.

2. Nomination procedures for MSC, districts, and laboratories are as follows:

a. Annually, MSC and laboratory commanders may nominate contractors for recognition of exemplary safety and occupational health achievements. Nomination packages must be received in the HQUSACE Safety and Occupational Health Office not later than 15 February, following the end of the fiscal year in which the contract work was completed.

b. Organizations will develop criteria for contractor selection and submit "only one nominee" for recognition by the USACE Commander. Nominees shall have received an outstanding rating in all safety elements of any official performance evaluation form, i.e., DD Form 2626. The division, district or laboratory will use CCASS to verify a construction contractors' outstanding rating and project completion date prior to forwarding the nomination package to HQUSACE.

c. Contractor safety award nomination packages shall be submitted under the signature of the MSC or laboratory commander.

3. Contractors may be considered for recognition based on any or all of the following criteria:

a. Extended number of employee hours or days worked without a loss time accident or other serious accident.

b. Extraordinary low frequency or severity rates achieved while performing high hazard work.

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c. Demonstrated excellence in the management or initiatives of company safety and occupational health programs as demonstrated by a continuing downward trend in the number of accidents, injuries, and/or illnesses.

d. Other significant achievements in the field of safety and occupational health which are worthy of command recognition.

4. Special recognition for contractors, outside the requirement of this memorandum, may be requested on a case by case basis.

5. The Chief of Engineers Contractor Award for Safe Performance is designated for US funded projects in which personnel are contractually required to follow the EM 385-1-1 and are rated as outstanding on the Safety Performance Element of the official evaluation form, i.e., DD Form 2626. Host Nation (HN) funded projects may be considered for a MACOM Safety and Occupational Health Office recognition. Only one HN nomination package per division may be submitted. The Host Nation nomination package must be submitted through chain of command and arrive at HQUSACE, Safety and Occupational Health Office NLT 15 February, following the end of the fiscal year in which the Host Nation work was completed.

6. Program responsibilities:

a. MSC safety and occupational health offices should establish programs for the solicitation of contractor nominations from districts based on the above information. The MSC will coordinate with the district concerning an appropriate award presentation.

b. District safety and occupational health offices should establish programs to evaluate contractors and forward appropriate nominations through channels for consideration and submittal to HQUSACE. District nominations will include an appropriate citation (one paragraph) and be submitted under the commanders signature. The award nomination package should include the contractor's name and full address. Also include the appropriate CEO/President title and complete address for the Chief's letter of recognition. The district will coordinate with the MSC concerning an appropriate award presentation.

c. Laboratories may establish programs to evaluate contractors performing work for the facility and forward any nominations directly to HQUSACE. These nominations will include an appropriate citation and the basis for the award. Appropriate presentation of the award will be made by the laboratory.

7. Annually at the end of each fiscal year, the HQUSACE Safety and Occupational Health Office will solicit nominations and upon receipt, review and process the awards for timely

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presentation by the USACE Commander to the MSC and laboratory commanders.
Appropriate news releases announcing recipients will be made.

FOR THE COMMANDER:

A handwritten signature in cursive script, reading "Connie K. DeWitte".

CONNIE K. DEWITTE
Chief, Safety and Occupational
Health Office